STARS
Student Tracking and Reporting System

Training sessions and workshops

DC STARS Overview

DC STARS Overview **is a pre-requisite for all DC STARS classes and workshops.**

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
          PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
          PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.

Version Date: 10/09/09

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Counselors' Training

Description   In this class, counselors will receive a review of key tasks such as : 1) changing student schedules, 2) the student diploma screen, 3) the transcript, 4) credit details and more.

Targeted Audience Secindary School Counselors Only

Location 825, 5th Floor Computer Lab

Time AM Sessions – 9 AM to 12 PM
PM Sessions – 1 PM to 4 PM

Elementary School Daily Attendance Training

Description Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

Targeted Audience Elementary School

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Period Attendance Training

Description Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Education Campus Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.

Middle/High School Point-of-Contact Period Attendance Training

Description High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience High/Middle School Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Mark Entry Training

Description   Education Campus personnel (PS-8) responsible for training/assisting teachers with mark entry, are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry.   **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location   825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Middle School Point-of-Contact Mark Entry Training

Description   Middle School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry.   **Only the trained Point of Contact will be authorized to contact the DC STARS help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions – 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
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High School Point-of-Contact Mark Entry Training

Description   High School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience   Two representatives from each school. An Assistant Principal is recommended.

Location   825, 5th Floor Computer Lab

Time   AM Sessions 9 AM to 12 PM
        PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
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DC STARS
Training Calendar

		DC STARS Training Calendar October 2009			
Location	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
All Days				10/1	10/2
825 5th floor				*Open Workshop Call 724-2252 for Reservations*	
All Days	10/5	10/6	10/7	10/8	10/9
825 5th floor		*Open Workshop Call 724-2252 for Reservations*	ES Daily Attendance AM / *Open Workshop Call 724-2252 for Reservations*	STARS Overview AM / Student Info Manager PM	*Open Workshop Call 724-2252 for Reservations*
All Days	10/12	10/13	10/14	10/15	10/16
825 5th floor	Holiday	*Open Workshop Call 724-2252 for Reservations*	Counselors Training (Secondary Schools Only) AM / MS/SHS POC Period Attendance PM	*Open Workshop Call 724-2252 for Reservations*	STARS Overview AM / Student Info Manager PM
All Days	10/19	10/20	10/21	10/22	10/23
825 5th floor	*Open Workshop Call 724-2252 for Reservations*	EC POC Mark Entry AM	*Open Workshop Call 724-2252 for Reservations*	MS POC Mark Entry AM	*Open Workshop Call 724-2252 for Reservations*
All Days	10/26	10/27	10/28	10/29	10/30
825 5th floor	*Open Workshop Call 724-2252 for Reservations*	SHS POC Mark Entry AM	*Open Workshop Call 724-2252 for Reservations*		

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
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Version Date: 10/09/09

DC STARS
Training Calendar

STARS
Student Tracking and Reporting System

DC STARS Training Calendar **November 2009**					
Location	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
All Days	11/2	11/3	11/4	11/5	11/6
825 5th floor		STARS Overview AM Student Info Manager PM		*Open Workshop Call 724-2252 for Reservations*	
All Days	11/9	11/10	11/11	11/12	11/13
825 5th floor		*Open Workshop Call 724-2252 for Reservations*	Holiday	*Open Workshop Call 724-2252 for Reservations*	
All Days	11/16	11/17	11/18	11/19	11/20
825 5th floor		*Open Workshop Call 724-2252 for Reservations*	STARS Overview AM Student Info Manager PM	*Open Workshop Call 724-2252 for Reservations*	
All Days	11/23	11/24	11/25	11/26	11/27
825 5th floor	*Open Workshop Call 724-2252 for Reservations*		*Open Workshop Call 724-2252 for Reservations*	Holiday	*Open Workshop Call 724-2252 for Reservations*
All Days	11/30				
825 5th floor	*Open Workshop Call 724-2252 for Reservations*				

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided. **Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation**.

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Training Registration Form

Instructions:

1. Fill in the information requested below. Editable PDF – you can type directly on the form before printing.
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The latest class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax or email your completed registration form to the training coordinator.
Fax: 202-442-5728 Email: stars.help@dc.gov (Subject: Training Registration)

Training Participant:

First Name: _____ MI: _____ Last Name: _____

School Name: _____ School Code: _____

DCPS/DC.Gov Email: _____ HQ Domain User Id: _____

Agency *(i.e. OSSE Child Family Agency)*: _____ Phone Number: _____

Position *(at School/ Agency)*: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____

(If yes, an id will be given at the end of ***DC STARS Overview*** training.)

Class Requests:

Course Name	Date /Session	Location
Example: *DC STARS Overview*	*June 13 PM*	*825*

Training Sessions without a minimum enrollment of 4 persons are subject to cancellation.
Confirmation will be sent to your *dc.gov* email address.

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